



Job Opportunity

State Controller's Office

Position: Youth Aid

Statewide

Location: Division of Audits
3301 C Street, Suite 705, Sacramento, CA 95816

Issue Date: September 20, 2006

Final Filing Date: Until Filled

Contact/Telephone:
Laura Nicholls, 916-323-1598

Who May Apply: Students who are currently enrolled in high school. Must provide proof of enrollment.

California Relay Service: 1-800-735-2929

Position Number(s): 051-641-9991-XXX

Please call (916)323-3055 to request reasonable accommodations

Scope of the Position:

Under the close supervision of the Principal Claim Auditor, the Youth Aid will assist with general clerical duties in the Operations and State Agency Audits Bureaus. Duties include, but are not limited to the following:

Duties and Responsibilities:

Candidates must perform the following essential functions with or without reasonable accommodations

- Assist in filing library updates of professional publications.
- Assist with date stamping, coding and keying claim schedules into the Claim Tracking System.
- Organize library materials.
- Assist in filing of sensitive documents.
- Operate and assist in office copying and purging of files.

Applications will be screened and only the most qualified will be interviewed



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



How to Apply:

All hires will be subject to a background check.

For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Please submit a STD. 678 State Application and Résumé to:

State Controller's Office

Division of Audits
300 Capitol Mall, Suite 418
Sacramento, CA 95814

Attn: Laura Nicholls